

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.

THIRD QUARTER MEETING
Minutes of Tuesday, September 19, 2006

The third quarter meeting of the Delaware Public Purchasing Association, Inc. for 2006 was held in Dover, DE and hosted by the City of Dover at the Sheraton Hotel.

Those in attendance were: Mike Sabol, DTI; Hilda Balascio and Dot Pecqueur, NCC; Lori Gooch and Sussanne Jara, DSP; Janet Schukoske, Sandy David and Mike Matthews, OMB Contracting; Tim McMahon and Tina Austin, City of Wilmington; Andy Anderson and Peter Gregg, City of Dover; and Charlie Boyer, Town of Smyrna. This is 13 out of 35 paid members.

1. Opening of the Meeting:

Janet Schukoske, President, called the meeting to order at 10:10 a.m. She thanked the City of Dover for hosting this meeting, especially for the continental breakfast that was provided courtesy of the City of Dover.

2. Reading of the Minutes:

A motion was made by Sandy to waive the reading of the May meeting minutes. It was seconded by Tim and passed unanimously.

3. Treasurer's Report – Sussanne

Previous Balance	\$ 10,418.55
Ending Balance	\$ 52,288.68

A motion was made by Pete to accept the Treasurer's Report; Hilda seconded it and the motion carried unanimously. The detailed report is attached.

4. Committees:

a. Finance Committee – Dot

No report due to the Conference activities taking precedence.

b. Membership Committee – Mike M.

As of 3/20:

- 23 paid
- 16 unpaid
- 39 total

As of 9/18:

- 35 paid
- 9 unpaid
- 44 total

Summary:

- 52.2% increase in paid
- 43.8% decrease in unpaid
- 12.8% increase in total membership

It was suggested that in the future the membership chair invoice all members at the beginning of each calendar year. This will remind them that dues need to be paid and also give them documentation for their agencies. Sussanne volunteered to provide a sample invoice to Mike.

c. Program Committee – Hilda

Lisa Skelley, Dover Sheraton, will be answering our questions about the facility and the Conference.

d. Awards and Scholarship Committee – Pete

Pete requested copies of the various Chapter Awards and Scholarship criteria, again. Janet will send a copy to Pete.

e. Chapter Liaison – Janet

- The National Forum was held in Tampa, FL on 8/5 to 8/9/06. Janet thanked the Chapter for providing the stipend to send her to the Forum this year.
- Janet gave a brief summary of her experiences at the conference, especially about the Chapter Networking session.
- Mike M. and Tim also related that their experience was good and made it a very worthwhile experience.
- The National Forum next year will be held in Hartford, CT in August. Janet offered the CT Chapter our help.

- f. Education Committee – No report since a seminar class has been combined with the conference this year.
 - g. Strategic Planning Committee – Janet, no report.
- 5. Tour of the Sheraton's new Conference facility and how our conference will be designed.
 - 6. Lunch: 12:00 noon to 12:30 p.m.
 - 7. Region II 2006 Conference Committee – Hilda and Janet
 - Registration – Tim
 - 62 are signed up to date and we know of 6 locals that still need to come in. The break down is DE 20; MD 21; NJ 5; PA 15 and DC 0.
 - Tim put together certificates for the attendees. He also prepared certificates for the speakers (who should be called honored guests). Well done Tim.
 - Avery may not provide the Name Tag services for the Conference. The decision is yet to be made.
 - Vendor – Dot
 - Dot stated that we have 14 Gold tables and 42 regular tables (1 free table for Avery is TBD).
 - Dot needs to provide the layout to the Sheraton. Lori will provide the floor plan for the brochure.
 - Education and Program – Sandy and Ruth
 - Sandy will send emails to the speakers confirming times and details of whether they will need flip charts and laptops, etc... It was agreed that we would provide each of the speakers a gift of mint cookies. Hilda will purchase.
 - Boutonnieres are needed for the dignitaries and Janet as DPPA President.
 - There are 25 people signed up for the Wed. course.
 - Hospitality – Sandy
 - Dot will contact Graybar to see if they want to host the hospitality suite on Thursday night. DPPA will host Wednesday night.
 - Ditty Bag – Tina
 - Vendors continue to submit items. Sandy suggested that we provide some item in the bag that is a conference favor from DPPA. Tina will order ceramic cups with the DPPA logo on one side and the conference info. on the other.
 - Door Prize – Sussanne
 - She has 12 Door Prizes in hand with 11 more promised.
 - Conference Booklet – Dot and Hilda
 - We still need to decide where the booklet will be produced.
 - Lisa Skelley was to answer question from the group, but Lori stated that we need to make too many decisions yet. Lori will work directly with Lisa to finalize the details and report back to the steering committee.
- 5. Unfinished Business/Old Business: – None
 - 6. New Business: – All
 - Two Conference Planning meetings are scheduled at Southern Patrol, Middletown, DE:
Oct. 4 and Oct. 18, 10 a.m. -12 p.m.
 - 7. Next Meeting - Fourth Quarter Meeting of 2006:
The fourth quarter meeting for 2006 is scheduled for Tuesday, Nov. 21, 2006 at 10:00 a.m. It will be hosted by New Castle County. Details will be forthcoming.

The meeting as adjourned by Janet at apprx. 2:45 p.m.

Respectfully submitted,

Mike Sabol, CPPB
DPPA Secretary

DPPA Treasurer's Report
5/17/2006 to 9/19/2006

PREVIOUS BALANCE..... \$10,418.55

General Beginning Balance (\$7,336.53)

Conference Beginning Balance (\$3,082.02)

INCOME

General

Membership (6 renewal 5 new)

..... \$385.00

TOTAL GENERAL..... \$385.00

Conference

Vendors (50)..... \$38,100.00

Registration (33)..... \$4,125.00

Class (13)..... \$2,190.00

TOTAL CONFERENCE..... \$44,415.00

TOTAL INCOME..... \$44,800.00

EXPENSES

CK #

General

Paul Mahoney..... 1071 \$48.00

(reimb to pay rest. cash and free lunch
to new member)

Janet Schukoske..... 1076 \$1,766.87

(National Conf in FL drawing winner)

TOTAL GENERAL..... \$1,814.87

Conference

Floyd Anderson..... 1072 \$65.00

(Reimbursement conference banners)

Kast Distributors 1073 \$350.00

(Reimbursement Vendor overpayment)

Spondulinx 1074 \$350.00

(Reimbursement Vendor overpayment)

Strategic Products 1075 \$350.00

(Reimbursement Vendor overpayment)

TOTAL CONFERENCE..... \$1,115.00

TOTAL EXPENSES..... \$2,929.87

ENDING BALANCE..... \$52,288.68

GENERAL ENDING BALANCE (\$5,906.66)

CONFERENCE ENDING BALANCE (\$46,382.02)